



## Community Involvement Documentation Form

*The purpose of the Community Involvement graduation requirement is to gain skills, make connections with community members, and learn from activities outside of the classroom. Hours should prepare students for their futures after high school or benefit our community in some way. Please review this form and the reflection questions on the back before starting to ensure your plans meet the requirement.*

Community Involvement hours are defined as time that you have volunteered (non-paid, with a business or organization), job shadowed, worked with a mentor on a career or personal interest, or participated in a community or school service project. Community Involvement can be defined as volunteering with an organization in an activity that benefits the community, participating in a school service project, or exploring a career of interest, but not an activity for personal, individual gain. Examples of community involvement activities can be found online in the document, *Tips for Successful Community Involvement*. Hours worked for family members or required by a school class or club, the courts, or any other institutions due to discipline or restitution may **not** be applied. In most cases, babysitting, yardwork, housework or the like for a family member or friend are not considered community involvement. If you plan to do this type of activity and believe it meets the test of true community service/involvement, you must get pre-approval from your school's High School and Beyond Plan Coordinator before doing the activity, or the hours will not be counted. You may include up to 10 hours related to a club or school service project as long as the activity is outside the school day. The community contact person must be an adult, which is defined as being age 21 or older, and not a family member.

Community Involvement hours **must be documented** in the space provided below. You will need to list the organization, date(s), hours, contact person and their signature for each experience. You may include as many Community Involvement hours as you have earned with this contact person. In addition, you must answer the reflection questions on page 2. **You must have a minimum of 20 hours to complete the Community Involvement requirement of your Culminating Project. Use a separate form for each contact person.** You may begin to acquire hours beginning at the start of your 11<sup>th</sup> grade year, including the summer before 11<sup>th</sup> grade. Once complete, give this form to the person designated by your high school. Turn in forms no later than 90 days after earning the hours. Turn in forms before summer vacation at the end of 11<sup>th</sup> grade so you don't lose the forms over the summer.

### To be completed by student

*(Be sure to print clearly)*

Student Name (first and last): \_\_\_\_\_

School: \_\_\_\_\_

Advisor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number for Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Date(s) of Community Involvement: \_\_\_\_\_

- Type of Involvement:
- ☐ School service project connected to club or school activity
  - ☐ Job shadow/career explorations/work with a mentor
  - ☐ Volunteer with business or community organization as community service

### To be completed by contact person

Promptness	Good	Fair	Below Average	Poor
Completion of task(s)	Good	Fair	Below Average	Poor
Quality of work/effort	Good	Fair	Below Average	Poor
Demonstrated self initiative and independence	Good	Fair	Below Average	Poor

Comments (optional): \_\_\_\_\_

Hours of Service: \_\_\_\_\_

Signatures below indicate that all information contained in this document is factually and honestly presented.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Contact Person Signature

